

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov

April 15, 2021

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals from **social workers**. **This RFP is opened until further notice.**

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health
Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

MAILING NOTE: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department.

Sincerely,

Cedric Harrison

Cedric Harrison, Purchasing Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **This RFP is opened until further notice.**
Review the mailing note.

RFP Contact Info: Leola Rogers
ADMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: leola.rogers@mh.alabama.gov

MAILING NOTE:

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department.

ADDITIONAL INFORMATION

1. Who may respond to this RFP? Licensed social workers
2. Who may not respond to this RFP? Employees of DMH and current State employees
3. In order to transact business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: www.sos.alabama.gov
4. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: https://www.e-verify.gov/
5. All vendors must register with STAARS Vendor Self Service. Website: https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService
6. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

The Alabama Department of Mental Health (ADMH) is soliciting proposals from **social workers** for Taylor Hardin Secure Medical Facility (THSMF) in Tuscaloosa, Alabama.

SECTION I

A. Credentials

1. Be a Licensed LMSW or LICSW

B. Scope of Work

1. Provide Social Work Services to forensic patients to include case management and clinical practice (assessments, interventions, clinical documentation, etc.) via Zoom and/or in-person.
2. Completion of admission processes including assessment.
3. Assist with Treatment/Care Planning, as appropriate.
4. Completion of individual and/or group interventions and clinical documentation.
5. Assist with Post-Hospitalization Planning.
6. Assist with case management duties.
7. Attend discipline-specific and administrative meetings and activities, as appropriate.
8. Assist with other duties as assigned by the Director of Social Work Services.

SECTION II

A. Proposal Content

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal (1 page).
2. Attach the Vendor Contact Page.
3. Attach vendor information to include:
 - Include previous experience.
 - Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
4. Attach an hourly rate for budget.
5. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
6. Submit **two copies**: one signed original and one copy of your entire proposal.
7. Clearly print on the outside of the envelope RFP-Social Workers.

This RFP is opened until further notice.

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

B. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists before a final selection is made.

C. Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to and familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

D. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal according to the following:

1. Experience, stability and reputation.
2. Understanding of and responsiveness to the Request for Proposal.
3. Expertise and knowledge of the requested service.
4. Budget.

RFP CONTACT PAGE

Vendor's Legal Name: _____

Address: _____

Vendor Contact: _____ **Phone:** _____

NOTE: Attach this page after the cover letter.